ILLINOIS
ARTS
COUNCIL
AGENCY

Partners in Excellence

GUIDELINES

Fiscal Year 2017

Deadline: May 2, 2016

Partners in Excellence Grant Guidelines - Table of Contents

PROGRAM DESCRIPTION

Recognizing that Illinois is the home of creative arts institutions of regional and national significance; the Illinois Arts Council Agency (IACA) has implemented the Partners in Excellence Program (PIE). The PIE Program provides general operating support to designated organizations of scale and significance in all regions of the state.

The PIE Program criteria define the characteristics that distinguish PIE Program grantees and define the program as recognizing organizations that bring access to high standards of arts activities in diverse communities throughout Illinois. The criteria also recognize that access to arts activities and to the resources that support those activities varies widely in different regions of the state. The Partners in Excellence Program places priority on access to arts programs for rural, underserved, and multi-cultural audiences.

GUIDELINES

Eligibility Requirements

Organizations eligible for consideration under the PIE Program must meet the following requirements:

- Approval by the IACA Board for inclusion in the program
- Have maintained involvement in the PIE Program for the last five consecutive years
- Have Cash Operating Expenses that meet or exceed the minimum budget level for the organization's region (see PIE Region Eligibility) for at least three of the last five years
- Have successfully submitted final reports for all awarded IACA grants and have no record of penalties or forfeiture in Fiscal Years 2014 and 2015
- Have paid professional staff

All applicants must also meet these general requirements:

- Be tax exempt (501c3) organizations registered as not-for-profit corporations in good standing with the Illinois Secretary of State, or units of government (i.e., school, school district, park district, library district), or institutions of higher education. Refer to the Proof of Eligibility page on the IACA website for specific details and verification requirements.
- Submit all required application materials by the deadline.

Making the Project Accessible to All

According to state and federal law, every organization receiving public funding must ensure that it is in a position to provide accommodations when persons with disabilities make

requests for services. Accessibility involves both the location (the facility) and the content (the activity or product) of the program. Thinking about accessibility issues, e.g., sign language interpreters, audio recordings of printed materials, audio-description describers or large-print labeling, in the early planning stages of a project, is the key to ensuring that persons with disabilities will be able to participate in the program.

For further information and resources see the Grantee Requirements page on the IACA website.

Applicant Restrictions

- Organizations with which advisory panelists or IACA Board members are affiliated are eligible to apply. However, a panelist or Board member may not be the authorizing official signing any documents relating to an application or grant award.
- With the exception of colleges and universities, multiple PIE or Program Grant applications are not accepted from an organization. This does not preclude an organization from applying for other grants from the IACA, in addition to the PIE Program application.

Request Options

Fiscal Year 2017 PIE Program funds support activities occurring between September 15, 2016 and August 31, 2017. Applications may be submitted for General Operating Support or Project Support. Applicants will indicate one option within the Illinois eGrant application.

- General Operating Support is available for arts organizations and other organizations with significant arts programming and may be used for any allowable expenses.
- Project Support is most appropriate for projects that are outside of the organization's established arts discipline or for organizations with limited arts programming. Grant funds may only be used for expenses related to the artistic project described.

Colleges and universities, and organizations whose primary services are not arts-related, may only apply for costs related to public arts programming activities. College and university arts programs and projects must involve the general community beyond college or university students, faculty, and staff.

Award Amount

Applicants will not request specific grant amounts. Grant amounts will be determined once the FY17 State of Illinois budget is approved. Grants will be based on the following factors:
- The IACA FY17 budget allocation
- The organization's most recently completed fiscal year's cash expenses as demonstrated by the IACA Funder Report attachment

- The review score given to the application

How to Apply

First:

- Complete Data Profiles for three consecutive completed fiscal years, one of which must be 2014, with Data Arts
- Create and save the Data Arts IACA Funder Report
- Prepare all required attachments, including any specific to chosen Program Area, and save them as PDFs

Next:

- Log into Illinois eGrant
- Complete the electronic Application form in the eGrant system
- Upload all required attachments to the electronic application
- Successfully submit the electronic application form to the eGrant system

Deadline

The FY17 PIE deadline is May 2, 2016. The eGrant application must be successfully submitted by 11:59p CST.

Application Components

The PIE application consists of only electronic components and must be completed in full and submitted in the format outlined in these guidelines by the application deadline. For Illinois eGrant instructions go to the Using Illinois eGrant section of the IACA website.

With the exception of Promotional Materials, all attachments for which a template is not provided, must:

- Be saved as PDF files
- Be organized using the headings listed for each attachment
- Be labeled as follows:
- Organization name (or a recognizable acronym)_Attachment Name
  Example: 'FamousArtsTheatre_Narrative' or 'FAT_Narrative' = Application Narrative
- Use the same organization name or acronym for all attachments
- Be 8 ½ " x 11" with at least a 1" margin
- Use a 12-point or larger black type on a white background
- Have sequentially numbered pages
- Have the applicant organization's name and the attachment title on the top of each page
- Not be typed in all capital letters
- Not be photo reduced

- Adhere to page limits

There are many PDF converter options available for free or purchase on-line, including:
- Adobe PDF Pack (web-based subscription service)
- CutePDF (free download)
- PDFcreator (free Web-based converter)

The IACA does not endorse any particular software. Consult the vendor websites for more information.

The electronic form includes:

Organization Information
Under this tab provide Contact information for applicant organization. The IACA recommends making Contact Person different from Notification Official.

Application Details
Under this tab, provide:
- Program (Select *Partners in Excellence*)
- Program area
- Type of request
- Beginning date (no earlier than 09/15/2016)
- Ending date (no later than 08/31/2017)

Attachments
Refer to the description for each of the following attachments:
- Application Narrative
- IACA Funder Report
- Financial Explanation
- Personnel and Board Listing
- Schedule
- Promotional Materials
- Proof of Not-for-Profit Status

Under this tab upload the following attachments:

Applicant Narrative
The narrative is limited to five pages and must focus on the current and most recently completed fiscal year. The narrative must not address programming or plans for the upcoming year.

Organizations whose primary mission is not arts-related must provide detailed information on the arts and cultural programming component of the organization and indicate how professional artistic input is used in their arts activities.

Organize the narrative using the following headings in the order they appear:

- Organization Mission and History
  - Clearly state the organization's mission
  - Briefly describe the organization's history
- Significance to audiences, including those that are underserved
  - Define and identify the organization's audiences, including those that are underserved
  - Describe how the organization measures its significance to them
- Significance to Illinois artists
  - Identify how the organization involves Illinois artists and measures its significance to them, including:
    - Fair compensation
    - Opportunities to practice and present their work
    - Opportunities to exchange creative ideas with other artists
- Artistic quality and regional or statewide impact
  - Describe the organization's commitment to excellence and quality in the arts experience and encouragement of the highest aspirations in all arts endeavors
  - Discuss the organization's regional or statewide impact
- Efforts to promote life-long learning in the arts
  - Outline the organization's efforts to promote life-long learning in the arts including:
    - Direct education programs serving diverse ages and communities
    - Partnerships with schools and community organizations.
- Sustained history of year-round service to communities
  - Provide a history of program development and community involvement which demonstrates sustained year-round service and commitment to audiences
- Management and financial stability
  - Summarize the financial and management strategies and plans demonstrating that the organization is operating at a scale that is sustainable and appropriate to support their programs and that ensures continuity of leadership
  - Include major benchmarks and recent changes in the organizational structure
  - Describe the organization's facility/space and its appropriateness and adequacy, including seating capacity
- Efforts to promote increased public support for the arts

- o Detail the organization's effort to promote Increased public support for the arts including:
    - ▪ Contacts with government officials
    - ▪ Other public communications strategies

Submit this document as a PDF file and labeled: Organization name_Narrative

IACA Funder Report
Enter data necessary to complete and create an IACA Funder Report with Data Arts. The IACA Funder Report must reflect that the data has been submitted and is not in "Draft" mode.

Applicants must submit data for three consecutive fiscal years, one of which must be 2014.

Colleges and Universities and organizations housed within a larger institution must limit the information to arts activities in their division or department.

Submit this document as a PDF file and labeled: Organization name_CDP

Financial Explanation
The Financial Explanation, not to exceed two pages, should refer to the IACA Funder Report and provide the following:
- Explain any surplus or deficit between any of the three fiscal years
- Describe plans to reduce any accumulated deficit and include a timeline
- Explain changes of 20% or more in any budget line between any of the three fiscal years
- Provide a detailed listing of corporate and foundation support (include name and amount) from column 3 of the Funder Report
- Explain how in-kind amount listed was determined
- When applicable, include an hourly pay scale for contracted artists.

College and university applicants must provide information on what income the college or university provides to the applicant, expenses the college/university support covers, and what restrictions the applicant has in allocating its share of university support and in seeking outside support.

Submit this document as a PDF file and labeled: Organization name_FinancialExplanation

Personnel and Board Listing
Create a two-page document that includes the following:
- Key personnel and staff and include:
    - o Job title
    - o Position Status, e.g. full-time, part-time, or volunteer

- o   A brief biography describing their experience and training
- List current board of directors and include:
  - o   Professional affiliation
  - o   The city or town in which they reside

Colleges and universities must provide a list of arts program advisory board or committee members. Do not provide the institution's board or directors list.

Submit this document as a PDF file and labeled: Organization name_Personnel

Schedule
On no more than four pages list significant activities from most recently completed and current program years.

Submit this document as a PDF file and labeled: Organization name_Schedule

Promotional Materials
Submit up to and no more than three samples of promotional materials which demonstrate the applicant's current programming. Samples in excess will not be reviewed. If an applicant currently receives IACA funding, examples acknowledging IACA support are encouraged.

Materials can be uploaded into the Illinois eGRANT system in the following formats:
- PDFs of promotional materials
- A single PDF that contains links to web-based promotional materials

Hard copies may also be submitted and must be postmarked or hand delivered by the established deadline. Audio and video Promotional Materials will not be accepted. Hard copy materials will not be returned.

Submit this document as a PDF file and labeled: Organization name_Promotional

Proof of Not-for-Profit Status
Submit a copy of proof of Illinois Not-for-Profit Eligibility. Refer to the Proof of Eligibility page on the IACA website for specific details and verification requirements.

Submit this document as a PDF file and labeled: Organization name_NFP

Certification
Under this tab certify the application.

Submit
This screen enables the submission of the completed application to the Illinois eGrant system summarizes any missing information and attachments required for application submission.

REVIEW CRITERIA AND PROCESS

Evaluation Criteria

Applications are evaluated based on the criteria listed below. All application materials are considered in the review of the application. The following criteria descriptions provide guidelines for information that applicants should address in their narrative. Each application is individually evaluated and scored on each criterion. The resulting score determines the application's ranking.

- **Significance to audiences, including those that are underserved**
  Organizations designated in the PIE Program should demonstrate a distinctive significance to their audiences and should seek to include underserved populations as well as traditional arts audiences. This significance should be defined in the context of the region of the state that each organization serves.

- **Significance to Illinois artists**
  Organizations in the PIE Program should have a high level of significance to Illinois artists by supporting opportunities for them to practice and present their work, to learn from and exchange creative ideas with other artists and to connect with diverse populations. Organizations should employ artists in professional capacities and compensate them fairly. They should offer artists opportunities to view each other's work and make efforts to educate their audiences about the work of Illinois artists and the resources they represent to the communities of the state.

- **Artistic quality and regional or statewide impact**
  The regional and statewide impact of these organizations is enhanced by the pursuit of the best possible artistic experiences for all participants in their programs. Efforts to deliver this quality to their audiences should be apparent and implicit in a designated PIE's significance. The importance of organizations' ability to plan for and deliver experiences of high artistic quality is emphasized by making this a separate PIE criterion.

- **Efforts to promote life-long learning in the arts**
  In addition to reaching audiences through presenting arts programs and services, PIE applicants should further promote arts participation with opportunities for all ages to learn through or about the arts. Organizations may address this criterion through direct arts education programs serving diverse ages and segments of their communities and through partnerships with schools and community organizations to reach younger audiences and those who may have less direct experience with arts programs.

- **Sustained history of year-round service to communities**

Sustainability should be one of the benchmark characteristics of organizations designated in the PIE Program. Organizations should demonstrate a history of building access to quality arts experiences in diverse communities and applicants should demonstrate this long-term commitment. Important to organizations' impact is providing a consistent level of access to arts programming throughout the year. Sustained service to communities provides the foundation for ongoing significance to audiences and artists in the regions represented in the PIE Program, and are a factor that distinguishes the designated organizations.

- **Management and financial stability**
  Critical to the sustainability of all arts organizations, management and financial stability should be particularly strong in those that are designated in the PIE Program category. Organizations should demonstrate that they have achieved a sustainable scale and practice sound financial planning to support their programs. Financial statements should reveal appropriate management of assets and a stable financial position. Changes in management structure or personnel should be addressed through planning for continuity and sustained quality.

- **Efforts to promote increased public support for the arts**
  PIE designated organizations should represent the IACA's best advocates and closest partners in all areas of the state for educating the public and the Illinois legislature about the importance and impact of arts support. The PIE Program represents a major investment by the IACA in organizations that have been identified as distinctively important. Part of the return on this investment should be a group of "ardent advocates" for increased IACA budget appropriations.

The following values are assigned to each numeric point:

5 points	Outstanding
4 points	Excellent
3 points	Good
2 points	Marginal
1 point	Poor

Review Process

- The application is received and assigned an application number that will be used in future communication regarding that application.

- Applications which have been ruled ineligible or incomplete will not be reviewed.
- Applications are reviewed based on the evaluation criteria.
- The final recommendations are presented to the Board for their consideration and approval.
- A record of the review process is maintained for all reviewed applications, applicants are encouraged to call for review feedback after receiving decision notification.

NOTIFICATION AND COMPLIANCE

Notification

All applicants will be notified of funding decisions once the IACA has reviewed and approved funding recommendations. Applicants approved for funding will receive a grants packet which includes a grant agreement and instructions regarding requirements for claiming the grant. Once all documents have been returned to the IACA and all requirements met, including the completion and filing of all previous fiscal year Final Reports, the grant will be processed and sent to the office of the State Comptroller for payment. The process of issuing payments can take up to six months once sent to the State Comptroller.

An appeal of the IACA's decision must be made in writing within 30 calendar days of the date of the notification letter. Appeals are limited to situations in which incorrect information has been used in the panel process, procedural faults have occurred, or new information not available at the time of the panel meeting which, in the opinion of the panel chair, could significantly influence the recommendation is now available. Appeals should be addressed to the IACA Executive Director.

PIE Program recipients must meet all Grantee Requirements as well as the following cash match requirements:
- A cash match equal to 100% of the grant amount is required, e.g. a $5,000 grant requires $5,000 grantee cash match.
- College and university applicants must provide a cash match that is raised from outside sources. A match must be provided beyond staff time, required student fees, and overhead provided by the college or university.

Recipients of Illinois Arts Council Agency grants of $25,000 and above are required to complete and submit quarterly reports. Reports are to be submitted January 31st, April 30th and July 31st for the three month period ending thirty days prior to those dates.

Final Report

All IACA grant recipients are required to complete and submit a final report no later 30 days after the end date of the grant, as stated on the grant agreement. The Final Report will report on the activities that took place during the grant period specified in the Grant Agreement.

Crediting Requirements

Grant recipients must credit the IACA in all promotional material and public notices in the following manner:

> ***This program is partially supported by a grant from the Illinois Arts Council Agency.***

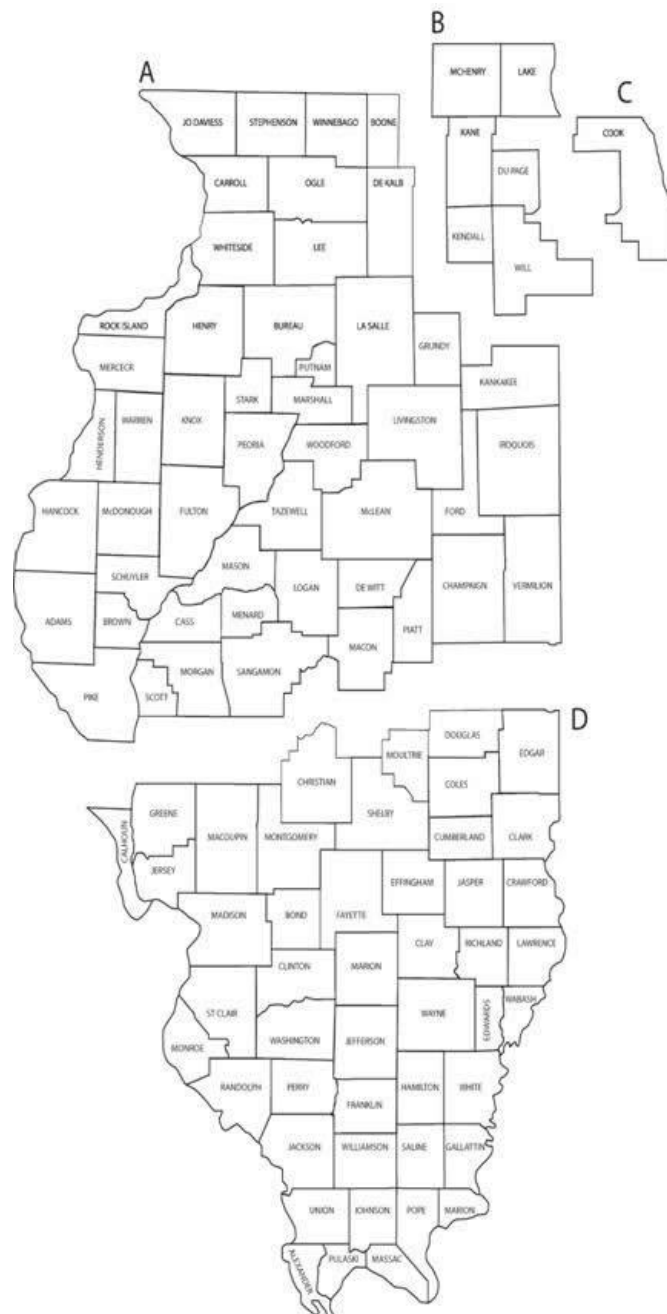For further information regarding usage of the logo and to download a copy, go to the logo page of the IACA website.

PIE Region Eligibility

Region A: organizations with a minimum budget of $250,000.

Region B: organizations with a minimum budget of $500,000.

Region C: organizations with a minimum budget of $1 million.

Region D: organizations with a minimum budget of $150,000.

For specific information on this program, contact:

Walter Buford, Director of Performing Arts and Partners in Excellence Programs
Phone: 312-814-4992, Email: Walter.Buford@illinois.gov

For general information about the IACA, contact:

Illinois Arts Council Agency
James R. Thompson Center
100 West Randolph, Suite 10-500
Chicago, IL 60601-3230
312/814-6750
1/800/237-6994 Toll-free in Illinois
Email: iac.info@illinois.gov
Web site: www.arts.illinois.gov

Visit the Illinois Arts Council Board Members page on Appointments.Illinois.Gov for a complete list of current board members.

It is illegal for the Illinois Arts Council Agency or anyone receiving assistance from the Illinois Arts Council Agency to discriminate on the basis of , race, color, religion, sex, sexual orientation, sexual harassment, national origin, ancestry, citizenship status, disability, age, order of protection status, marital status, pregnancy, arrest record, military status, and unfavorable discharge from military service. Any individual who has been subject to such discrimination may file a complaint with the Illinois Department of Human Rights at 312/814-6200 or TTY 312/263-1570.

The IACA acknowledges continuous support from the National Endowment for the Arts.

Individuals who are blind or have low vision or have learning impairments, may obtain assistance regarding IACA applications and written materials by contacting the ADA/504 Access Coordinator:

Encarnación M. Teruel
(312) 814-6753
Encarnacion.Teruel@illinois.gov
TTY: (888) 261-7957